

OFFICE OF THE GENERAL COUNSEL

MEMORANDUM GC 98-1

January 26, 1998

TO: All Regional Directors, Officers-in-Charge
and Resident Officers

FROM: Fred Feinstein, General Counsel

SUBJECT: Representation Cases Best Practices Report

The Report of the Best Practices Committee on representation cases recently issued. (See Attachment.) The compilation of representation casehandling best practices utilized by the various Regional Offices is based on the Committee's review of the responses to the survey it conducted among all Regions. The Report sets forth best practices in six general areas of representation case processing: initial R case processing, election agreements, hearings, decision writing, elections and post- election. I strongly encourage all Regions to carefully review this Report and to adopt those practices, which will allow the Regions to handle their cases with efficiency and effectiveness.

The designation of a particular procedure as a best practice was guided by the Committee's desire to select those procedures that stood out as being the most efficient manner in which to achieve the General Counsel's stated goals. In some instances methods being utilized in a particular segment of one of the general areas did not lend themselves to having only one particular method or procedure as being designated the best practice. In these instances, the Committee decided it would be beneficial to describe all of the various acceptable practices so that Regions would have access to alternative methods if they were not totally satisfied with the procedure they were using.

I have enclosed one copy of this Report. Please share the Report with your managers and supervisors. Additionally, a copy of the Report should be shared with any employee who requests to review it.

As noted in the Report, the Committee also reviewed templates submitted by the Regions for the purpose of making the most useful

examples available to all Regions. As a result of its review, the Committee will be placing on the electronic bulletin board a chart describing 79 templates which it has assembled for possible use by the Regions along with instructions as to the manner in which these templates can be obtained and instructions on modifying the templates.

While I strongly urge Regions to adopt the best practices set forth in the Report, I also recognize and support the attempts by Regions to improve their casehandling procedures. Indeed, it is important that we continue to be aware, whether due to changes in rules, policies or otherwise, of the need to periodically modify our casehandling practices. Therefore, on an annual basis, Regions will be solicited to submit any practices or procedures that they believe could be useful to other Regions. The submissions could then be reviewed and appropriate practices disseminated to all Regions. Nevertheless, Regions are encouraged to submit to their AGC or Deputy, at any time, any practice that it believes could be of assistance to other Regions.

F.F.

Attachment

cc: NLRBU

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